



LOURDES A. LEON GUERRERO
GOVERNOR, MAGA'HAGA

JOSHUA F. TENORIO
LT. GOVERNOR, SIGUNDO MAGA'LÄHI

GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



ARTHUR U. SAN AGUSTIN, MHR
DIRECTOR

LAURENT SF DUENAS, MPH, BSN
DEPUTY DIRECTOR

TERRY G. AGUON
DEPUTY DIRECTOR

NOV 03 2020

MEMORANDUM

To: Director of Administration

Fr: Director, Department of Public Health and Social Services

Subject: Expedited Creation of Position

Re: **Emergency Medical Technician (DPHSS COVID-19 RESPONSE)**

Hafa Adai! The Department of Public Health and Social Services (DPHSS) has recently created a Rapid Engagement Response Team. This team's mission is to conduct focused community COVID-19 related response activities at known areas of community spread in which high-risk populations reside and are in need of mitigation. This approach of assessing and responding to high rates of infection within the community will provide our department a way to aggressively manage infections and allow the department to possibly minimize any further spread in these particular areas.

Our teams that respond to these particular areas are made of nursing personnel, safety personnel, community leaders and various village representatives. One key component of the response team is to have, as part of the medical personnel, Emergency Medical Technicians (EMT) with our respective teams. Unfortunately, this position does not exist in the list of positions in the government of Guam line agencies under the Department of Administration (DOA). This position is key not just in the more routine assessment duties of checking vital statistics; it is also key in providing further medical care depending on the various levels of symptoms that patients may have at the time of assessment for any and all COVID-19 related situations. The DPHSS has put together a proposed job specification for an EMT position for your department's review. In light of the current rise in cases and the necessity to have the team readily available; we are requesting for the expedited creation of this position via the Governor's Executive Order 2020-03. This request is premised on the current public health emergency declaration and will be needed for the duration of this emergency. Your review and consideration are greatly appreciated during this time.


ARTHUR U. SAN AGUSTIN, MHR

Department of Public Health and Social Services

Job Description - Emergency Medical Technician

Pay scale (national average)

Department of Labor study – National Medium Salary: \$31,980 or about \$15.38 per hour.

Pre-Requisite:

1. High School Diploma, GED or equivalent
2. Chauffeur's license
3. Holds a Guam License as an Emergency Medical Technician in good standing
4. Court and Police Clearance with no outstanding issues
5. No alert on any Federal data bases such as U.S. Inspector General
6. Drug Testing

Physical and Job Requirements:

- The EMT will be an 80-hour employee subject to shift work (days, evenings, graveyard)
- Must be physically fit and able to lift and move patients assisted or unassisted.
- Subject to random drug testing

Responsibilities:

Emergency Medical Technicians (EMT) respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility.

After receiving the call from the dispatcher, the EMT drives the ambulance to address or location given, using the most expeditious route, depending on traffic and weather conditions. The EMT must observe traffic ordinances and regulations concerning emergency vehicle operation.

The EMT:

- ◆ functions in uncommon situations;
- ◆ has a basic understanding of stress response and methods to ensure personal well-being;
- ◆ has an understanding of body substance isolation;
- ◆ understands basic medical-legal principles;
- ◆ functions within the scope of care as defined by state, regional and local regulatory agencies;
- ◆ complies with regulations on the handling of the deceased, notifies authorities and arranges for protection of property and evidence at the scene.

Upon arrival at the scene of crash or illness, the EMT parks the ambulance in a safe location to avoid additional injury. Prior to initiating patient care, the EMT will also

"size-up" the scene to determine that the scene is safe; the mechanism of injury or nature of illness; the total number of patients; and to request additional help, if necessary. In the absence of law enforcement, the EMT creates a safe traffic environment, such as the placement of road flares, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of injured patients. The EMT determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT renders emergency medical and or trauma care, to adults, children and infants based on assessment findings. Duties include but are not limited to:

- ♦ opening and maintaining an airway;
- ♦ ventilating patients;
- ♦ administering cardiopulmonary resuscitation, including use of automated external defibrillators;
- ♦ providing prehospital emergency medical care of simple and multiple system trauma such as:
 - controlling hemorrhage,
 - treatment of shock (hypoperfusion),
 - bandaging wounds,
 - immobilization of painful, swollen, or deformed extremities,
 - immobilization of painful, swollen, or deformed neck or spine;
- providing emergency medical care to:
 - assist in emergency childbirth,
 - manage general medical complaints of altered mental status, respiratory, cardiac, diabetic, allergic reaction, seizures, poisoning behavioral emergencies, environmental emergencies, and psychological crises.Additional care is provided based upon assessment of the patient and obtaining historical information.
- searching for medical identification emblems as a guide to appropriate emergency medical care.
- assisting patients with prescribed medications, including sublingual nitroglycerine, epinephrine autoinjectors and hand-held aerosol inhalers.
- administration of oxygen, oral glucose and activated charcoal.
- reassuring patients and bystanders by working in a confident, efficient manner.
- avoiding mishandling and undue haste while working expeditiously to accomplish the task.

Where a patient must be extricated from entrapment, the EMT assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient. If needed, the EMT radios the dispatcher for additional help or special rescue and/or utility services. Provides simple rescue service if the ambulance has not been accompanied by a specialized unit. After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures.

The EMT is responsible for:

- ♦ lifting the stretcher (be able to lift and carry 125 pounds),
- ♦ placing it in the ambulance and seeing that the patient and stretcher are secured

- ♦ continuing emergency medical care while enroute to the medical facility.

The EMT uses the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities to determine the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction. The EMT reports directly to the emergency department or communications center the nature and extent of injuries, the number being transported and the destination to assure prompt medical care on arrival. The EMT identifies assessment findings, which may require communications with medical control, for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.

The EMT:

- ♦ constantly assesses the patient enroute to the emergency facility, administers additional care as indicated or directed by medical control,
- ♦ assists in lifting and carrying the patient out of the ambulance and into the receiving medical facility
- ♦ reports verbally and in writing, their observation and emergency medical care of the patient at the emergency scene and in transit, to the receiving medical facility staff for purposes of records and diagnostics
- ♦ upon request provides assistance to the receiving medical facility staff.

After each call, the EMT:

- ♦ restocks and replaces used linens, blankets and other supplies,
- ♦ cleans all equipment following appropriate disinfecting procedures,
- ♦ makes careful check of all equipment so that the ambulance is ready for the next run
- ♦ maintains ambulance in efficient operating condition
- ♦ ensures that the ambulance is clean and washed and kept in a neat orderly condition
- ♦ in accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure.

Additionally, the EMT:

- ♦ determines that vehicle is in proper mechanical condition by checking items required by service management. Maintains familiarity with specialized equipment used by the service
- ♦ attends continuing education and refresher training programs as required by employers, medical control, licensing or certifying agencies

Prepared by: C4 DDB



EDWARD M. BIRN
Director (Direktor)

EDITH C. PANGELINAN
Deputy Director (Sigunda Direktor)

DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Tuotao)

Telephone (Telifon): (671) 475-1285/1154 • Fax (Faks): (671) 477-3671



**LOURDES A. LEON
GUERRERO**

Governor (Maga'haga)

JOSHUA F. TENORIO

LL. Governor (Sigunda Maga'Idhi)

November 3, 2020

HRD NO.: 20-

To: Director, Department of Public Health and Social Services

Fr: Director of Administration

Subject: Expedited Creation of Position
Re: Emergency Medical Technician (Rapid Engagement Response Team)

Buenas Yan Hafa Adai! This is in regards to your request for the creation of an Emergency Medical Technician (Rapid Engagement Response Team) position. It is acknowledged that your department has recently created a Rapid Engagement Response Team whose mission is to conduct focused community COVID response activities at known areas of community spread. In your request, the EMT position will be utilized as part of the medical contingent of the Rapid Engagement Response Team that will provide medical care to those individuals who may be suffering from a wide range of symptoms that may be related to COVID-19 when door-to-door visits are conducted. Incumbents of this position will also be conducting routine assessments such as checking of vital statistics and other assistance as needed by the nursing and/or medical staff present during the community assessments.

As stated in your request, this position does not currently exist within the classified service of government of Guam positions as managed by the Department of Administration (DOA). Therefore, it is necessary to create this position specifically for the Department of Public Health and Social Services Rapid Engagement Response Team. This position, will be created for the DPHSS and will serve the function of providing medical care and assistance for the COVID-19 response for the duration of the current public health emergency declaration as ordered by Executive Order 2020-03 and will be reviewed at the conclusion of the current emergency as ordered by the *I Maga'hagan Guahan*.

In an effort to address your request for the expeditious creation of the EMT position and in accordance with Executive Order 2020-03 sections four (4) and six (6), the request for the creation of the EMT position and attached job description is hereby approved and forwarded to *I Maga'hagan Guahan* for signature and further approval notwithstanding the provisions contained in 4 GCA, Chapter 6, §6303 (c)(1)(2)(3). The petition and this approval shall be posted on the DPHSS website and will be posted on the DOA website. Upon receipt of this approval and in accordance with the sections (4) and (6) of Executive Order 2020-03, the DPHSS may initiate the appropriate paperwork to hire qualified individuals in the approved position, and will ensure that the hiring of qualified individuals will be done using the approved job specification.

HRD No. OG –

Re: Creation of EMT (Rapid Engagement Response Team)

Page 2 of 2

The urgency of the hiring of these positions is acknowledged by DOA, and thus if any assistance is needed in the coordination and processing to fill this critical position; please do not hesitate to contact our Human Resources Division.

A blue rectangular stamp containing a handwritten signature in cursive script, which appears to read "Edward M. Birn".

Digitally signed by

Edward M Birn

Date: 2020.11.03

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EDWARD M. BIRN



EDWARD M. BIRN
Director (Direktor)
EDITH C. PANGELINAN
Deputy Director (Sigundo Direktor)

DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

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Telephone (Telipon): (671) 475-1288/1154 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'hdgo)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'hdh)

November 3, 2020

HRD NO.: 20-

To: Governor of Guam
Fr: Director of Administration
Subject: Creation of Position
Re: Emergency Medical Technician (Rapid Engagement Response Team)

Buenas Yan Hafa Adai! This is a transmittal of a request and approval for a creation of the Emergency Medical Technician (Rapid Engagement Response Team) position as requested by the Department of Public Health and Social Services (DPHSS) for utilization during aggressive community assessments to mitigate the further spread COVID-19 in those targeted areas as identified by the contact tracing information.

It was also requested by the DPHSS that the creation and implementation of this position to be utilized be expedited pursuant to Executive Order 2020-03, specifically sections four (4) and six (6). In an effort to address the urgency of this request, the approval of the request and attached proposed job specification was accelerated and a final job specification was issued for review, approval, and further processing to your office for final signature. Also, as part of the approval, any of the processes prescribed by Title 4 GCA, Chapter 6, §6303 (c)(1)(2)(3); and subsequently §6303.1 that might delay the immediate implementation of this position which is a key component of the COVID-19 response was waived in accordance with Executive Order 2020-03.

Please find attached the initial approval as was processed through DOA; and attached job specification for your review and approval.

Digitally signed by
Edward M Birn
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EDWARD M. BIRN

| |
|---|
| <input checked="" type="checkbox"/> Approved - |
| <input type="checkbox"/> Disapproved |
| |
| LOURDES A. LEON GUERRERO Governor of Guam |

EMERGENCY MEDICAL TECHNICIAN
(Rapid Engagement Response Team)

8.182

NATURE OF WORK IN THIS CLASS:

This is entry level Basic Emergency Medical Technician (EMT) work designed to provide immediate medical care to patients identified by the Department of Public Health & Social Services' COVID-19 Rapid Engagement Response Team at the time of assessment for any and all COVID-19 related situations.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Responds to COVID 19 emergency calls to provide efficient and immediate care to the ill and injured, and to transport the patient to a medical care facility.

The EMT drives the ambulance to address or location given, using the most expeditious route, depending on traffic and weather conditions. The EMT must observe traffic ordinances and regulations concerning emergency vehicle operation.

Upon arrival at the designated site, the EMT parks the ambulance in a safe location to avoid additional injury.

Prior to initiating patient care, the EMT will "size up" the scene to determine that the scene is safe; the mechanism or nature of illness; the total number of patients.

Requests for additional help, if necessary.

In the absence of law enforcement, the EMT creates a safe traffic environment, such as the placement of road flares, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of the injured patient.

The EMT determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT renders emergency medical and or trauma care to adults, children and infants based on assessment findings.

EMERGENCY MEDICAL TECHNICIAN
(Rapid Engagement Response Team)

8.182

Open and maintaining an airway;

Ventilates patients;

Administers cardiopulmonary resuscitation, including use of automated external defibrillators;

Provides pre-hospital emergency medical care of simple and multiple system trauma;

Manages general medical complaints of altered mental status, respiratory, cardiac, diabetic, allergic reaction, seizures, poisoning behavioral emergencies, environmental emergencies, and psychological crises. Additional care is provided based upon assessment of the patient and obtaining historical information.

Assists patients with prescribed medications, including sublingual nitroglycerine, epinephrine auto injectors and hand-held aerosol inhalers;

Administers oxygen, oral glucose and activated charcoal;

Communicates with the dispatcher for additional help or special rescue and/or utility services.

Lifts the stretcher placing it in the ambulance and seeing that the patient and stretcher are secured.

Determines the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction and based on the condition of the patient and extent of injuries and the relative locations and staffing of emergency hospital facilities

Reports directly to the emergency department or Rapid Engagement Response Team leader the nature and extent of injuries or disease, the number being transported and the destination to assure prompt medical care on arrival.

Identifies assessment findings, which may require communications with medical control, for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.

**EMERGENCY MEDICAL TECHNICIAN
(Rapid Engagement Response Team)**

8.182

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of basic medical-legal principles;

Knowledge of body substance isolation;

Ability to function in uncommon situations;

Ability to function within the scope of care as defined by state, regional and local regulatory agencies;

Ability to comply with regulations on the handling of the deceased, notifies authorities and arranges for protection of property and evidence at the scene.

Possesses a basic understanding of stress response and methods to ensure personal well-being.

MINIMUM EXPERIENCE AND TRAINING:

High School Graduation Diploma, GED or equivalent.

Must possess a valid Guam Chauffeur's License.

NECESSARY SPECIAL QUALIFICATIONS:

Guam License as an Emergency Medical Technician in good standing.

ESTABLISHED: November, 2020

PAY GRADE: I

HAY EVALUATION:

KNOW-HOW:

PROBLEM SOLVING:

ACCOUNTABILITY:


TOTAL POINTS

| | |
|---------|------------|
| C I 2 | 132 |
| C 2 22% | 29 |
| C N III | 38 |
| | <u>199</u> |



Digitally signed by
Edward M Birn
Date: 2020.11.03
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**EDWARD M. BIRN, Director
Department of Administration**



**LOURDES A. LEON GUERRERO
Governor of Guam**



OFFICE OF LEGAL COUNSEL

Ufisinan I Maga'hågan Guåhan
Office of the Governor of Guam

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lieutenant Governor of Guam

Transmitted via Central Files

November 5, 2020

EDWARD M. BIRN

Director

Department of Administration
590 South Marine Corps Drive
ITC Building, Suite 224
Tamuning, Guam 96913

Re: Creation of Position – Emergency Medical Technician (Rapid Engagement Response Team)

Dear Director Birn:

The following document is transmitted with the signature of *I Maga'hågan Guåhan*:

Memorandum HRD No. 20 dated November 3, 2020 regarding Creation of Position – Emergency Medical Technician (Rapid Engagement Response Team)

Any questions or concerns can be sent directly to the Legal Counsels via email (sophia.diaz@guam.gov or leslie.travis@guam.gov) or call 473-1118.

Senseramente,

SOPHIA SANTOS DIAZ
Legal Counsel

Enclosure(s): Memorandum

cc: *Maga'hågan Guåhan*
Sigundo Maga'låhen Guåhan
Chief of Staff Jon Junior Calvo